



CIS Application Checklist

Agencies seeking funding to hire new, additional sworn school resource officers under the COPS in Schools grant program must complete the following forms.

CIS Application Pages

The highest ranking Law Enforcement and Government Executives in the jurisdiction must sign this form.

Certifications

The same Law Enforcement and Government Executives that signed the Application must sign the Certifications.

Assurances

The same Law Enforcement or Government Executive that signed the Application must sign the Assurances.

Retention Plan

Please refer to the sheet entitled COPS Officer Retention Requirements.
Your retention plan:

- Must be included with your application package.
- Must be a written plan on official letterhead.
- Must state your commitment to retain the COPS-funded officer positions for one full local set budget cycle following the conclusion of federal funding.
- As specifically as possible, it must state or identify how you will secure and provide funding to continue the employment of the additional officer position(s). Identify a source or sources of funding for the salary and benefits for the retained officer(s).
- Must have original signatures for both (1) the Law Enforcement Executive, and (2) the Government Executive. These executives must be the same as the executives who signed the other forms.

CIS Budget Information Worksheet

Community Policing Worksheet Information

Partner Information

Memorandum of Understanding

COPS in Schools Narrative Addendum

Deadline:

**Applications must be
postmarked
on or before
June 16, 2000.**

**Remember to send an
Original and two copies
of all application
materials.**

If you have questions, please contact your US DOJ COPS Grant Advisor through the U.S. Department of Justice Response Center at 1-800-421-6770.